

2009 Indiana Public Library annual report workshop

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Indiana State Library
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Bibliostat Collect

- Pop-up blockers –
 - Instructions from Bibliostat Collect
 - Instructions from your computer's help screens
 - Help from your IT department
- Same process as for 2008 annual report
 - Login, password and URL will be mailed to you
 - Use F11 if you do not see full screen
- May copy and paste, with keyboard commands
 - Ctrl and c = copy
 - Ctrl and v = paste

Home Page (1)

- Tool bar
 - Home
 - Survey
 - Takes you to choice of surveys
 - Status
 - Must choose survey first
 - Edit checks
 - Unanswered questions
 - Flagged questions
 - Submit survey
- Printing
 - Printable survey reports
 - Printable annotation reports
 - Frequent question
 - Instructions

Home Page (2)

- Need assistance
 - For help with technical questions about Bibliostat Collect, contact Product Support at: 1-866-785-9935
 - For questions about the annual report survey or about definitions, please contact the survey administrator at your state library - Edie Huffman, 1-800-451-6028, 317-232-3681, ehuffman@library.in.gov
- Logout

Home page 3

- Navigation
 - Parts 1-15
 - Part 13A is the current standards
 - Part 13B is proposed new standards which are different from the current standards
 - Questions related to standards denoted by @ sign.
 - Report 2010 information for
 - Library contact information
 - Board of Trustees
 - Salaries

General information and Part 1

- General information
 - Click "save" to save; can leave program at any time
 - Click "next" or "back" to move
 - Grayed-out box means answer is automatically calculated
 - Half of questions are mandated by PLSC
 - Scroll down entire page so that you don't miss any questions
 - Click on underlined question # for definition
- Part 1 General
 - <http://www.in.gov/library/pldi/rectory.htm>
 - There are only 9 Congressional districts in Indiana
 - Answers from previous year's report above question (can use key commands to copy and paste)
 - Daily schedule for central library pre-filled with 2008 data - PLEASE REVIEW

Parts 1- General and 2 - Registrations

■ Part 1 General

- Contact information is pre-filled with 2008 data. PLEASE review and make changes, IF NEEDED
- Branch and bookmobile information pre-filled with 2008 data. PLEASE REVIEW and make changes, IF NEEDED
- *NEW* Has your system closed a branch or branches AND If yes, name(s) of branches closed
- *NEW* Wireless hub - branch
- Repeating groups
 - "Add group" to add new outlet
 - "Remove group" to delete closed outlet
- **Part 2**
- Total number of PLAC borrowers deleted
- List current individual non-resident fee
- Drop box with choices for weeding timetable

Part 3 Libraries and political subdivisions (1) <http://www.in.gov/library/3477.htm> (2008 statistics)

- 17a, 18a, 20a-c are pre-filled with 2008 data. PLEASE REVIEW and make changes, IF NEEDED
- 2009 AV and tax rate requested (from 1782/Fund Report Pay 2009)
- County 2 18a is only required of libraries crossing county lines or 4 county contractals
- 20a "Political Subdivision 1 Name"
 - Use official name of town/city, township or county
- 20b "Type of Political Unit" (Taxed Units 1 (**city/town**), 2 (**more than 1/2 of county**), 3 (**total county**), 4 (**township merged**), 9 (**township validated**), 11 (**endowed**), 12 (**county contractual**) Only)
- 20c "Population 2000 Census" (Units in 20b Only)
- This population is considered "served" because they are taxed
- "Add group" for new unit added by expansion

Part 3 Libraries and political subdivisions (2)

- 20d "Type of Political Unit" (Contracting Units 5 (**Township, partial, served by contract**), 6 (**Township served by contract**), 7 (**Township taxed to pay contract**), 8 (**Township, partial, taxed to pay contract**), 10 (**Town served by contract**) Only)
 - This population is not "served" because they are not taxed.
- 20e "Population 2000 Census" (Units served by contract in 20d Only)
- "Add group" for new contract
- Contracts are by nature impermanent
- Map to view areas under contract (map of served and unserved areas):
 - <http://www.in.gov/library/3313.htm>

Part 4 Library operating fund income;
Part 5 Operating (and other) expenditures

■ **Part 4 – Operating fund only**

- **General** – List all sources of income where requested

■ **Local**

- If you enter an amount in 26f "Contractual Revenue Received for Service", make sure you have the relevant information in 21 a.d.e, unless the money is from another library
- 28g Added "LOIT", if applicable

■ **State**

- No state distribution
- State Technology Grant

■ **Other**

- Private and public foundation grants

■ **Part 5**

- "IN" vs "PLSC"
- "NEW" Public use computer database licensing, maintenance and purchase fees
- "NEW" Computers for public access

Part 6 Capital revenue
Part 7 Employment data

■ **Part 6**

- Any type of income received for use in capital projects

■ **Part 7**

- FTE automatically calculated
- Librarian
- Full time
- DATA PROBLEM: # of ALA-MLS cannot be greater than # of librarians (which is total of ALA-MLS and others with title and duties of librarian)

Part 8 Library services and technology
(1): Library Programs

■ **Program counts and attendance counts**

- Children's program totals (in-library and outreach) automatically calculated.
- Grand total automatically calculated
- "NEW" 6 week SRP for children at each fixed location (central and branch)
- If # of outreach programs exceeds # of in-library programs, that may trigger question.

■ **Proposed standards call for young adult services to encompass youth ages 12-18.**

<http://www.ala.org/ala/mgrps/divs/yalsa/aboutyalsab/aboutyalsa.cfm>

■ **DATA PROBLEM:**

- Supplying the # of library programs (proposed standard) but not the attendance or vice versa.

Part 8 Library services and technology (2): Other services and technology

- Reference questions, visits to library, users of public Internet computers, in-house circulation
 - exact count or typical week count (PSU)
 - Typical week: exact count for 7 consecutive open days (or one full open week, * by 52)
- Database and Internet usage measures now in annual report
- *NEW* Speed of Internet access
- Wireless question slightly changed –now “hub”
- The more measures for which you can supply an accurate and reasonable count, the more meaningful the story you tell to bolster data gathering you do for your board and for the public.
- 55 a and b prefilled with 2008 data – PLEASE REVIEW

Part 9 Circulation and holdings Part 10 Library board

- **Part 9**
 - 57a should equal 164g – circulation by media
 - “In-house” circulation; PLEASE review definition
 - Print materials PLSC is total of books and bound serials
 - *NEW* Questions about equipment circulation
 - PLEASE review definition of bound serials
- **Part 10** (All information important: home address, appointing authority, email address, date appointment ends)
 - Information pre-filled from 2008; PLEASE review and make changes, IF NEEDED.

Part 11 Salary section

- Salary for director is annual salary
- Report dollars and cents, hourly salary for all other staff
- Report the salary determined for 2010. Most other data elements are for the reporting year.
- Report all positions for which you have a salary schedule
- *NEW* Report highest certification level for position or what would be advertised to fill a position
- Librarian refers to how your library classifies position, not to degree or certification level.
- PLEASE carefully review position names, as they have been revised for 2009.
 - Department Head, Manager or Supervisor
 - *NEW* Security
 - Messenger or Courier
 - Page, Intern or Student Assistant
- Use a repeating group for *OTHER* only if you can not find a good fit for your position.

Part 12 PLAC
Part 13 Statement of Compliance with Standards

- | | |
|--|--|
| <ul style="list-style-type: none"> ■ Part 12 <ul style="list-style-type: none"> ■ Repeating groups – Be SURE you enter right library and # of loans ■ No library should report PLAC loans to its own taxed patrons – it's not possible! ■ Make sure # of PLAC loans by library adds up to total PLAC loans ■ Report only PLAC loans, no reciprocal borrower loans, no loans to nonresident borrowers unless using PLAC card | <ul style="list-style-type: none"> ■ Part 13A Standards <ul style="list-style-type: none"> ■ 120 "Trustee bylaws" – Minute book is best place for storage ■ 126a "full-time" – all the hours the library is open, if fewer than 35 ■ 133 "ILL free of charge" – no fee except for postage or photocopying ■ 135d "audiovisual services" – audiovisual materials, programs/story hours using audiovisual materials, staff having expertise in audiovisuals |
|--|--|

Part 13A Statement of Compliance with Standards (2) & 13B Statement of Compliance with Proposed Standards

- | | |
|--|---|
| <ul style="list-style-type: none"> ■ Part 13A <ul style="list-style-type: none"> ■ "no" response with no explanation in part 14 will trigger a phone call!!! | <ul style="list-style-type: none"> ■ Part 13B <ul style="list-style-type: none"> ■ Much more detail about policies ■ Children's services (0-11), YA (12-18), adult 18+ ■ Many questions can be cross-checked with data from report ■ This section provides a baseline to assist the State Library and your library in planning for the future ■ http://www.in.gov/library/plstats.htm 2005/suppq8 |
|--|---|

Part 14 Statement of intent to comply with standards

- **Part 14**
 - Only necessary if you answer "no" to any question in Part 13A – Statement of compliance with standards
 - A "no" in Part 13A with no explanation in this part will trigger a phone call.

Part 15 - Supplement

- 160 Library consultants
- 161 Grants
- 162 In-service training
- 163 Services to unemployed patrons
- Materials circulation by type (# instead of percentage)
 - This does NOT include in-house circulation, computer or equipment usage.
 - Question 164g (total) MUST equal 57a Total Circulation of Materials (renewals, all types of materials)

Data problems

- Data you report to ISL is what is reported to PLSC, unless there is some question about it, either after I review it or Census Bureau does.
- Once I post data, this is data that is viewed by other librarians, legislators, citizens looking for information. If it is not accurate or incomplete, there can be problems.

Data problems 2

- The- more data measures you can supply, the more rationale you have for justifying services and expenditures. The more accurate and complete your data, the more compellingly and convincingly your story can be told.
- Again, if you have any questions about the survey, please contact Edie Huffman at 1-800-451-6028, 317-232-3681 or ehuffman@library.in.gov
